



State of Connecticut JOB POSTING

Posted: December 18, 2014

- POSITION:** **INSTRUCTOR OF BUSINESS OFFICE TECHNOLOGY**
Full-time, 10-Month, Tenure-Track Position
- ANTICIPATED START DATE:** Fall 2015 Semester
- MINIMUM QUALIFICATIONS:** Master's Degree in Business Education or an MBA; with at least 36 credit hours in Secretarial Studies. Excellent teaching, communication, and interpersonal skills as well as computer literacy. Must demonstrate ability to utilize reflective, interactive pedagogical teaching techniques. Evidence of strong skills and abilities in the following areas: course and program development, classroom strategies, assessment techniques, technological innovation in teaching and learning, and academic advising. Must have the knowledge and skills to teach computer applications, including MS Office applications (Word, Excel, PowerPoint and Access, etc.), Keyboarding, Office Procedures, and Office Management. Proficient with In-Design, Acrobat and other related Adobe products, and other presentation software such as Prezi. Should have an understanding of the needs of the community college student and have track record of effectiveness and capability in working with a diverse population. Microsoft Certification desired.
- Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.
- PREFERRED QUALIFICATIONS:** Two years of prior college-level teaching experience, employment experience in the office technology field, familiarity with computer-assisted instruction. Experience with medical and legal office environments and curriculum.
- RESPONSIBILITIES:** This instructor is expected to teach twenty-four credit hours per academic year in the areas of college-level Secretarial Science, Business Office Technology, and related courses. Additional responsibilities include the development of and participation in special college projects, development of new instructional techniques, course and program development, and participation in other college and community service activities consistent with the mission of the college. This instructor is also required to participate in commencement and convocation activities as well as special college meetings. Teaching schedule may include evenings and/or weekends.
- STARTING SALARY:** \$52,128.00 approximate annual salary, with full benefits package.
- TO APPLY:** Submit a **letter of interest**, **current resume** and **completed (typed) ConnSCU Board of Regents Employment Application*** to:
- INCOMPLETE APPLICATION MATERIALS WILL NOT BE ACCEPTED.**
- Human Resources Department
Instructor of Business Office Technology Search
Housatonic Community College
900 Lafayette Boulevard
Bridgeport, CT 06604, or

ho-humanresources@hcc.commnet.edu (**8 PAGES OR LESS**)
- NO FAXES PLEASE**
- APPLICATION DEADLINE:** Application materials must be **RECEIVED** on or before **January 31, 2015**.

*Available online at http://www.hcc.commnet.edu/HR/apps/State_App_UnclassEEO-2012.docx.

(Employment application must be completed in its entirety; references to resume or CV are not acceptable. Application materials with the incorrect application will not be accepted.)

Housatonic Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Theresa Eisenbach, Equal Employment Opportunity Officer
900 Lafayette Boulevard
Bridgeport, CT 06604
(203) 332-5013

900 LAFAYETTE BOULEVARD, BRIDGEPORT, CT 06604-4704 203/332-5000 FAX: 203/332-5247

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An Affirmative Action/Equal Opportunity Employer, M/F. Protected group members are encouraged to apply